

JOB ANNOUNCEMENT

INSafe Construction Safety Consultant

AGENCY: Indiana Department of Labor

JOB POSTING ID: 600223

APPLY BEFORE: March 14, 2016

LOCATION: Indianapolis

HIRE SALARY: \$39,468

TO APPLY: www.careers.IN.gov

JOB DESCRIPTION

NOTE: Incumbent will conduct on-site consultations which require daily travel and some overnight stays.

The INSafe Division of the Indiana Department of Labor works with Indiana's employers, employees, labor unions, professional groups, trade organizations, and others to ensure workplace health and safety. The strategic mission of the INSafe Division is to provide the knowledge and training to reduce the number of fatalities and catastrophes in the workplace. Incumbent will apply program administration and operational knowledge, analytical and technical skills to advise businesses, both employers and employees, in meeting Indiana Occupational Safety and Health Administration (IOSHA) regulations, standards and laws. The incumbent conducts on-site workplace consultations to ensure businesses are in compliance with IOSHA.

This position will function primarily as a Construction Safety Consultant.

RESPONSIBILITIES

- Conduct on-site consultations to ensure businesses are in compliance with IOSHA safety standards;
- Analyze program administration and standard operations to determine compliance with all applicable federal and state regulations;
- Educate employers, employees, and the general public on IOSHA standards;
- Provide training to employers, employees and the general public on how to recognize hazards and ensure corrective measures are taken;
- Assist employers, employees and the general public on the development of workplace safety and health programs;
- Prepare technical reports on training provided;
- Complete detailed reports on consultations performed;
- Complete accurate and timely records and reports related to travel, work schedule and work activities;

- Enter all work-related activities in the federal database within the established timeframes;
- Collaborate with INSafe and IOSHA peers, as well as contacts within the U.S. Department of Labor to stay abreast of current trends, training and changes in safety and health laws.
- Participate in projects to enhance the INSafe Division;
- Attend staff meetings and present as requested;
- Complete other duties, special projects and training as assigned.

PREFERRED EXPERIENCE

- Six (6) years experience identifying safety and health hazards in a construction or industrial environment, or participating in the enforcement or formulation of construction or industrial safety rules. Accredited college training in Construction Technology; Occupational Safety; Public Safety; or Safety Management or related area may substitute for required experience on a year for year basis;
- Thorough knowledge of and the ability to appropriately apply Federal and State laws and regulations pertaining to occupational health standards;
- Knowledge of INSafe Division functions, operations and purpose;
- Exceptional verbal, written and presentation skills; knowledge of effective training and educational methods and techniques;
- Proven skills in organization, prioritization, and follow up and the ability to complete assignments within established timeframes;
- Ability to manage difficult situations with utmost professionalism;
- Ability to effectively work with all levels of an organization;
- Strong computer skills and accurate data entry;
- Valid Indiana Driver's License.